

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Library Human Resources	(2) MEETING DATE 4/19/2016	(3) CONTACT/PHONE Christopher Barnickel/805-781-5785 Tami Douglas-Schatz/805-781-5959	
(4) SUBJECT Submittal of a resolution approving the new classifications and establishing the salary ranges of Library Associate I-II-III Series, Senior Library Associate, Library Branch Manager and Coordinating Librarian and amending the Position Allocation List for Fund Center 377 – Library by deleting 35.75 FTE Administrative Assistant I-II-III Series, 4.00 FTE Library Assistants, 8.00 FTE Supervising Library Assistants, 1.00 FTE Librarian I-IIs, 7.00 FTE Librarian IIIs and adding 36.75 FTE Library Associate I-II-III Series, 9.00 FTE Senior Library Associates, 2.00 FTE Librarians, 5.00 FTE Coordinating Librarians, and 3.00 FTE Library Branch Managers. All Districts.			
(5) RECOMMENDED ACTION It is recommended that your Board approve the new classifications and establish the salary ranges of Library Associate I-II-III Series, Senior Library Associate, Library Branch Manager and Coordinating Librarian and amend the Position Allocation List (PAL) for Fund Center 377 – Library by deleting 35.75 FTE Administrative Assistant Series I-II-III, 4.00 FTE Library Assistants, 8.00 FTE Supervising Library Assistants, 1.00 FTE Librarian I-IIs, 7.00 FTE Librarian IIIs and add 36.75 FTE Library Associate I-II-III Series, 9.00 FTE Senior Library Associates, 2.00 FTE Librarians, 5.00 FTE Coordinating Librarians, and 3.00 FTE Library Branch Managers.			
(6) FUNDING SOURCE(S) FC 377 - Library	(7) CURRENT YEAR FINANCIAL IMPACT \$5,945 Savings	(8) ANNUAL FINANCIAL IMPACT \$35,668 Savings	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input checked="" type="checkbox"/> 4/5 Vote Required <input type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Lisa M. Howe			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Library, SLO City-County / Christopher Barnickel/805-781-5785
Tami Douglas-Schatz/805-781-5959

DATE: 4/19/2016

SUBJECT: Submittal of a resolution approving the new classifications and establishing the salary ranges of Library Associate I-II-III Series, Senior Library Associate, Library Branch Manager and Coordinating Librarian and amending the Position Allocation List for Fund Center 377 – Library by deleting 35.75 FTE Administrative Assistant I-II-III Series, 4.00 FTE Library Assistants, 8.00 FTE Supervising Library Assistants, 1.00 FTE Librarian I-IIs, 7.00 FTE Librarian IIIs and adding 36.75 FTE Library Associate I-II-III Series, 9.00 FTE Senior Library Associates, 2.00 FTE Librarians, 5.00 FTE Coordinating Librarians, and 3.00 FTE Library Branch Managers. All Districts.

RECOMMENDATION

It is recommended that your Board approve the new classifications and establish the salary ranges of Library Associate I-II-III Series, Senior Library Associate, Library Branch Manager and Coordinating Librarian and amend the Position Allocation List (PAL) for Fund Center 377 – Library by deleting 35.75 FTE Administrative Assistant Series I-II-III, 4.00 FTE Library Assistants, 8.00 FTE Supervising Library Assistants, 1.00 FTE Librarian I-IIs, 7.00 FTE Librarian IIIs and add 36.75 FTE Library Associate I-II-III Series, 9.00 FTE Senior Library Associates, 2.00 FTE Librarians, 5.00 FTE Coordinating Librarians, and 3.00 FTE Library Branch Managers.

DISCUSSION

As part of the Library's ongoing analysis of their workforce planning and future needs, the Department is making efforts to modernize the structure of the Library to ensure they are most effectively meeting the needs of a 21st century library system. The proposed staffing model was developed to reflect the changing paradigm of today's libraries as well as give existing staff a clear path of promotion. Patrons of the library are increasingly more reliant on technology to answer many of the day-to-day reference questions that once were answered by librarians with professional level expertise. The proposed changes will allow the library to provide the highest level of value added service to Library patrons and set up current employees for the highest potential for success.

All employees being reclassified to a new classification will not see any changes to their day to day duties. As you will see below, almost seventy percent of the employees affected by the proposed changes are in the current Administrative Assistant series. The proposed change is in title only and the day to day responsibilities, salary and benefits will remain the same for the individuals in those classifications. Additionally, employees in the professional library classifications, Librarian and Coordinating Librarian, as well as, the Senior Library Associate will not see any changes to duties, salary or benefits. Although the changes recommended are significant in the number of new classifications and employees being reclassified these changes are being recommended for the long term future of the library with a particular emphasis on recruiting, retention and allowing the largest number of employees a clear promotional path while not materially changing the day to day duties, salary or benefits of the current employees.

Incumbents will be reclassified into the appropriate series and step commensurate with their experience, in accordance with Civil Service Rules 5.04 and 5.05, and County Ordinance 2.48.030.

The key substantive changes are as follows:

- 1) To more accurately reflect the functions of these classifications, the incumbents currently in the Administrative Assistant career series will be reclassified to a new library specific clerical career series, Library Associate I, II, III. The specification will now reflect the day-to-day Library specific duties of this class.

Currently, the Library has positions allocated in two para-professional career series. The entry level clerical career series in the Library is the county-wide Administrative Assistant series. The proposal is to change the Administrative Assistant series to a library specific job title, Library Associate I, Library Associate II, and Library Associate III. The job specification will be changed to library specific duties and tasks which more accurately describe the actual day-to-day responsibilities. In recruiting for the entry-level Library clerical position, Human Resources has found it necessary to do sub-class recruitments using a library specific working title in the recruitment. Changing the working title of the recruitment, the pool of candidates have been significantly stronger with individuals who either have library experience or a strong desire to work in a library. Changing the actual specifications in tandem with the job title will add to the quality of the applicant pool moving forward. Additionally, changing the clerical Library classification to a library specific title and to reflect the specific duties and responsibilities of the Library would be consistent with counties across the state of California allowing for accurate benchmarking and compensation analysis.

Of the 36.25 total number of Administrative Assistant Series positions allocated to the Library there are currently two 1.00 FTE's and one .50 FTE vacant. The .50 FTE Administrative Assistant position that provides clerical and reception support duties for the Library will remain an Administrative Assistant. A 1.00 FTE Library Associate position is being added to replace a vacant 1.00 Librarian III position. All remaining incumbents will be reclassified to the Library Associate series at the corresponding I-II-III level currently held in the Administrative Assistant series.

	Current Classification	New Classification
Full time	32.00 FTE Administrative Assistant Series	33.00 FTE Library Associate Series
¾ time	0.75 FTE Administrative Assistant Series	0.75 FTE Library Associate Series
½ time	3.00 FTE Administrative Assistant Series	3.00 FTE Library Associate Series

- 2) Combine the current Library Assistant and Supervising Library Assistant roles into one classification, Senior Library Associate. Additionally, create revised specifications to define the day-to-day responsibilities of this new classification.

The second more advanced para-professional series consists of the Library Assistant and the Supervising Library Assistant. Currently, Library Assistants run all aspects of a small library branch. These responsibilities include building oversight, programming, circulation, reference- related questions and interacting with the public. Supervising Library Assistants work in medium- and large-sized branches, and are responsible for supervision of those in the lower administrative assistant series, as well as, oversight for ordering materials and the Library's circulation activities. The revisions will combine the two classes into the Senior Library Associate. The Senior Library Associate specification will allow for an incumbent to either run a small-sized branch or supervise other clerical staff in medium- and large-sized branches, duties considered by the department to be equivalent in complexity and consequence of error.

The 8.00 FTE Supervising Library Assistant positions are currently filled. These eight Supervising Library Assistants will be reallocated between the five Senior Library Associate positions and the three newly created positions of Library Branch Manager by participating in the competitive recruitment process.

All Library Assistant positions are currently filled and those incumbents will be reclassified to Senior Library Associates and will assume full responsibility for managing a small-sized branch.

	Current Classification	New Classification
Full time	8.00 FTE Supervising Library Assistant	5.00 FTE Senior Library Associate
¾ time	1.50 FTE Library Assistant	1.50 FTE Senior Library Associate
½ time	2.50 FTE Library Assistant	2.50 FTE Senior Library Associate

- 3) Create a new classification Library Branch Manager and create specifications to define the day-to-day responsibilities of this new classification.

The new Library Branch Manager classification will have oversight of all branch operations and activities at a medium-sized branch. These responsibilities will include building oversight, programming, circulation, reference-related questions, and interacting with both outside groups and the general public. This position will offer further career opportunities for those who have not acquired a Master of Library and Information Science degree, yet have gained considerable experience in library operations and the supervision of other staff members. Under the current structure a Supervising Librarian Assistant would need to compete and be appointed to a Librarian I position and then gain two years of experience before they would be eligible to compete for a Librarian II position and manage a medium-sized branch. Many current Supervising Librarian Assistants have the skillset and experience to be strong candidates for managing a medium-sized branch but are denied that opportunity without the requirement of first becoming a librarian. This restriction is unnecessarily limiting the Library from developing internal candidates, a key foundation of the Civil Service, as well as recruiting externally.

	Current Classification	New Classification
Full time	3.00 FTE Supervising Library Assistant	3.00 FTE Library Branch Manager

- 4) Create two new professional level classifications, Librarian and Coordinating Librarian to replace the current Library I and Library III classifications and create specifications to define the day-to-day responsibilities of this new classification.

In the proposed structure, the Librarian Career Series will be phased out through attrition and replaced with the Librarian and Coordinating Librarian. Currently, there are not enough distinguishing characteristics and duties to justify three levels of professional librarians. Librarians and Coordinating Librarians will provide professional level expertise and participate in the Library's overall strategic direction. Key duties include developing and implementing programs, services and development of the Library's physical and electronic collections.

Current Librarian I's will have their classification changed to Librarians and will continue performing the same duties as their current Library I classification. To ensure current Librarian II's are not adversely affected current incumbents will remain in that classification until a vacancy exists at which time it will be replaced with the newly created Librarian classification.

The Coordinating Librarian will continue to do many of the same duties as the current Librarian III classification. Coordinating Librarians have system-wide responsibility for a major library program or service, such as management of the Library's physical and electronic collections, adult services, youth services, audio-visual, or support services. Librarians have day-to-day level responsibility for programs and services at their respective branches under the guidance and oversight of the Coordinating Librarian.

Currently, the Library has one incumbent at the Librarian I level of the Librarian I/II series who will be reclassified to a Librarian. One 1.00 FTE Librarian position is being added to replace a 1.00 FTE vacant Librarian III position.

	Current Classification	New Classification
Full time	1.00 FTE Librarian I	2.00 FTE Librarian
Full time	7.00 FTE Librarian III	5.00 FTE Coordinating Librarian

As Attachment 2, the Career Ladder, demonstrates there is a clear promotional path for both paraprofessional and professional-level staff members. The changes reflect the need to adapt to changing environments in today's libraries while preserving the importance of professional library experience that contributes to the overall strategy of a 21st century library system.

The recommended salary is appropriate for each of the new classification's level of duties, complexity, independence and decision making authority and is consistent with the County's internal salary setting methodology.

The 58 incumbents being reclassified into the new classifications will not be adversely impacted as a result of the recommended changes. There are 2.50 FTE vacant Administrative Assistant Series (Library Associate Series) positions

which will be filled through an open recruitment. The 2.00 FTE vacant Librarian III positions are being replaced with a 1.00 FTE Library Associate Series position and a 1.00 FTE Librarian position. There is no change in the total number of FTE positions currently on the Position Allocation List.

OTHER AGENCY INVOLVEMENT/IMPACT

The Human Resources Department prepared the resolution. The Civil Service Commission approved the new job class specifications and the San Luis Obispo County Employees' Association supports the recommended changes.

FINANCIAL CONSIDERATIONS

The anticipated annual cost savings of salaries and benefits of the proposed changes is approximately \$35,668. The financial considerations is detailed as follows.

Library Reclassification Financial Consideration Narrative Detail		
Recommendation	FY 2015-16 Financial Impact	Annual Financial Impact
Reclassification of 4.00 FTEs Library Assistants to 4.00 FTEs Senior Library Associates	\$788	\$4,728
Reclassification of 3.00 FTEs Supervising Library Assistants to 3.00 FTEs Library Branch Managers	\$1,529	\$9,172
Reallocation of one vacant 1.00 FTE Librarian III to 1.00 FTE Library Associate II	(\$5,765)	(\$34,588)
Reallocation of one vacant 1.00 FTE Librarian III to 1.00 FTE Librarian	(\$2,497)	(\$14,980)
Net Financial Impact/(Savings)	(\$5,945)	(\$35,668)

RESULTS

This action will allow the department to better utilize professional staff by providing opportunities to work more effectively and collaboratively to increase the number and quality of library materials and programs available to our customers. This model also provides training and promotional opportunities for paraprofessional staff to allow for proper succession planning and continued organizational efficiencies contributing to a well governed organization.

ATTACHMENTS

1. Resolution
2. Career Ladder
3. Current Org Chart
4. Proposed Org Chart
5. Matrix